

**SERVICE ACADEMY NOMINATION APPLICANT ADMISSIONS CHECKLIST**

**Completed application packets must be received at the Glen Allen office no later than 5pm  
October 1, 2021**

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Preliminary Requirements**

Verify that all requirements of the academies have been met, which are as follows:

- be a U.S. citizen or national;
- be at least 17 years of age and not yet 23 years old on July 1 of the year the applicant would enter an academy (25 years old for USMMA);
- be unmarried, not pregnant, and have no legal obligation for a child or other dependents;
- demonstrate comprehensive academic preparation as well as leadership in athletics and other extracurricular activities;
- take the SAT, or the ACT Assessment (ACT);
- be in good physical and mental health;
- be willing to commit to serve in the military for a minimum of 5 years upon graduation

**Application**

- Complete all sections of the application
- Sign and date the application agreement

**Current Photo**

- No larger than 5x7 (ex: passport photo; headshot)

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### **Official high school transcript**

Note: **The official transcript should be returned to you in a sealed envelope with a signature across the seal.** If your school will not provide transcripts directly to students, have the school mail the transcripts to our Glen Allen office with attention to the Academy Nomination Coordinator.

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### **Official SAT/ACT Results**

- Applicants are responsible for requesting testing services to provide official scores to Congresswoman Spanberger's office. Copies or screenshots will not be accepted. You may send scores when you take the test or via the testing service afterward. Please note that it can take up to six weeks to receive your test scores so plan testing accordingly.
- SAT scores will be sent directly to our office if you indicate **5089** as a score recipient on the SAT registration form.
- ACT scores will be sent directly to our office if you indicate **7730** as a score recipient on the ACT registration form.

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### **Essay stating why you desire to attend a Service Academy**

Note: Grammar, sentence structure, and writing ability will be evaluated in addition to the substance of your answer. Essay should be 500 words or less.

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### **Two (2) references**

- The applicant should submit two creditable references attesting to the applicant's qualifications and motivations to attend a Service Academy. Those persons used as references should not be relatives of the applicant. High school instructors, high school guidance counselors, coaches, and former employers are preferred.
- Note: Please have references use the enclosed forms as cover sheets for their statements of reference. **Letters should be sealed with the writer's signature across the seal.**

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### **Mail or hand deliver all application materials to the following office:**

Note: **Postmarks are not sufficient and emailed packages are not acceptable.**

#### **Henrico District Office:**

The Honorable Abigail Spanberger  
ATTN: Service Academy Nominations  
4201 Dominion Blvd., Suite 110  
Glen Allen, VA 23060